



***State of Washington  
Department of Transportation  
Notice to Consultants***

***Keystone - Port Townsend Ferry Terminal Improvement Project***

The Washington State Department of Transportation (WSDOT) announces a Request for Proposals (RFP) from consultants interested in providing planning, environmental, engineering, and architectural services for Washington State Ferries (WSF). The approximate dollar value of the consultant agreement will be 5 million dollars.

**Project Description**

The purpose and goal of the project is to accommodate the retirement of the Steel Electric class vessels from the Keystone-Port Townsend run and replace them with standard vessels from WSF's fleet by June 2008. This project will involve studying proposed vessel routes from Port Townsend to the Keystone vicinity, the Keystone Ferry Terminal site and proposed nearby locations for purposes of relocating the terminal, and the Port Townsend Ferry Terminal site for reconstructing the terminal to accommodate the proposed new class of vessels. The State's preliminary plan is to either improve Keystone harbor or relocate the Keystone Ferry Terminal to a new location outside of its present location in Keystone Harbor and reconstruct the Port Townsend Ferry Terminal at its present location. The relocated Keystone Ferry Terminal will include up to two ferry slips, a ferry terminal building, vehicle holding, ingress and egress to the ferry terminal as well as short and long-term parking. Other work may include reclaiming the existing property. A significant amount of effort may be required in negotiating with affected Tribes. Work at the Port Townsend Ferry Terminal may include refurbishing or replacing necessary terminal elements and systems at the current site, as needed for the modified vessel size / capacity.

***Schedule***

The project schedule is forecasted as follows:

- EIS, Master Plan, and Design Report: Beginning July 2003, 3 year duration
- PS&E, Permits: Beginning January 2006, 1 year duration
- Construction: Beginning January 2007, completed by June 2008

**General Scope of Work**

The work under this project shall consist of providing environmental and engineering services to study and prepare documentation for modifying or relocating the Keystone Ferry Terminal and reconstructing the Port Townsend Ferry Terminal to meet the June 2008 target completion date. The consultant team will have skills with emphasis in planning and risk assessment / management, the NEPA/SEPA process, permitting, tribal negotiation, environmental science, and managing project delivery pertaining to ferry transportation and terminal projects. Other areas of professional and technical expertise and experience that would be needed include, but are not limited to, civil, structural, electrical, mechanical, architectural, geotechnical engineering, and coastal engineering.



The initial tasks for the consultant will include a full environmental review of both terminal sites, developing a strategy for determining the appropriate environmental and permit documentation, and designing a risk management process similar to the WSDOT Cost Estimate Validation Process (CEVP.) The first phase of the project will include identifying criteria and alternatives, preparing master plan documentation, implementing a risk management process, negotiating with affected Tribes, and determining the appropriate environmental documentation and permitting requirements. The next phase of the project will include developing a design report (including site plans). During the design report phase the project will be developed to the 15% design level. Once the design report has been completed, the consultant will be responsible for developing the Plans, Specifications and Engineering Estimates (PS&E) and acquiring the permits to construct the project.

The State will retain all public relations work in-house. The consultant will support this effort. The consultant will provide Project Management services to develop, maintain, and meet the project scope, schedule, and budget, and to manage the consultant team throughout the project. The consultant will be responsible for managing the Keystone and Port Townsend work together and for furnishing all the technical staff to deliver the work product as defined herein. The State reserves the right to retain portions of the project to complete in-house or supplement consultant services with in-house staff. State staff may work in the consultant's offices. The State has copies of a draft feasibility study and design report available for review at the following address:

Washington State Ferries  
Terminal Engineering  
811 - 1<sup>st</sup> Avenue, Suite 300  
Seattle, WA 98104  
Attn: Dana Moreland, Senior Marine Engineer

The title of the feasibility study is "Client Review Draft, Keystone Ferry Terminal Relocation Feasibility Study." The title of the design report is "Port Townsend Slips 1 and 2 Preservation."

### **Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System and familiarity with WSF Earned Value PM system (Prime Consultant and Sub-Consultants);
5. Firm's project delivery approach (Prime Consultant and Sub-Consultants);
6. Firm's approach and success in permitting highly controversial and complex marine environmental projects (Prime Consultant and Sub-Consultants); and
7. References/past performances (Prime Consultant Only.)



The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. Scoring criteria will be rated on a scale that varies from 0 (Low) to 20, 30, or 40 (High.)

Note: Most of the above types of services must be directly related to an engineering project, if not, they must be procured following the personal services procurement requirements Revised Code of Washington (RCW) 39.29.

### **Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must clearly identify your firm name and the title of the Request for Qualifications on the cover and consist of:

- Your responses to scoring Criteria 1 through 6.

Your Statement of Qualifications "Packet B" must clearly identify your firm name and title of the Request for Qualifications on the cover and consist of:

- Your letter of transmittal;
- Your response to scoring criteria 7; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications on the cover of the submittal packets and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until



WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Friday, May 30, 2003:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7104.

Any questions regarding the technical aspect of this RFP should be directed to Mr. Dana Moreland, Senior Marine Engineer / Project Manager for WSF at 206-515-3715.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Friday, May 2, 2003 and Friday, May 9, 2003.